



Travis County Title Service License Program

Fees

- Fees must be paid when the application package(s) is submitted. Checks, Automated Clearing House (ACH) electronic transfers, and credit cards are acceptable forms of payment.
- *Fees are non-refundable.*
- A \$25 Non-Sufficient Funds (NSF) fee will be assessed on all declined forms of payment.
 - NSF fees that are not paid will result in the termination of all licenses issued.

1st Time Application Fees

<i>Start-Up Fees for 1st Year</i>	License Holder Title Service	License Holder Owner/Runner/Preparer
Administrative Fee	\$300	\$120
One-Time Fee	\$50	\$50
Total Due	\$350	\$170

Application Renewal Fees

A title service license expires one year from initial approval date. An owner's, runner's and preparer's license is valid up to the expiration date of the title service business. *The title service license must be renewed and valid prior to any ancillary license renewals.* A renewal application with required documents and a new background check are required for each applicant. Appropriate fees must be paid with the application submission.

<i>Renewal Fees</i>	License Holder Title Service	License Holder Owner/Preparer/Runner
Annual Administrative Fee – license is not expired	\$300	\$150
Annual Administrative Fee – license expired for 90 days or less	\$450	\$225
Annual Administrative Fee – license expired more than 90 days but less than 1 year	\$600	\$300

If a title service license has been expired for more than a year, a new application must be submitted with all requested documentation. A background check will be conducted. Upon approval, applicant will be issued a new license number. Fees are due with the application submission; \$350 for title service; \$170 for each owner, runner and document preparer.